



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S FINGERPRINT EXAMINER
SHERIFF'S SENIOR FINGERPRINT EXAMINER

Class No. 002801
Class No. 002802

■ CLASSIFICATION PURPOSE

To search, retrieve, classify, establish and maintain automated fingerprint records in Sheriff's files and shared agency data bases; to analyze fingerprints to establish identity; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Fingerprint Examiner is a technical class series allocated only to the Sheriff's Department, Records Division, Fingerprint Identification Unit. Sheriff's Fingerprint Examiners search records to establish whether a person has fingerprints on file or not, make positive identification, store, share, update and purge digital, tenprint, fingerprint records. This class series differs from Sheriff's Records & Identification Clerk classes in that the latter work in units that perform a wide variety of record tasks that are more general in nature. This class series differs from Latent Print Examiner in that the latter performs specialized latent (partial) print analysis and comparison work in the Sheriff's Crime Laboratory in support of on-going investigations. Sheriff's Fingerprint Examiner classes differ from Fingerprint Technician in that the latter is a fingerprint specialist that works in the District Attorney's Office examining and comparing fingerprints in criminal cases going to trial.

Sheriff's Fingerprint Examiner:

This is the entry and journey level class in the Sheriff's Fingerprint Examiner class series. Under general supervision, incumbents search, retrieve, classify and enter fingerprint information into automated data bases and hard copy Sheriff's files.

Sheriff's Senior Fingerprint Examiner:

Under general supervision, incumbents are first-line supervisors on an assigned shift. Senior Fingerprint Examiners report to a Sheriff's Supervising Records & Technical Support Supervisor, perform the most technical fingerprint pattern analysis and classification work, perform quality assurance fingerprint work, and schedule, train and evaluate assigned subordinates. This class differs from the next higher class, Sheriff's Supervising Records & Technical Support Supervisor, in that the latter is a second level supervisor responsible for multiple units and major functions within the Records Division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Sheriff's Fingerprint Examiner:

Essential Functions:

1. Processes fingerprints by searching automated databases for matches to verify fingerprints with any previous file of arrestees or applicants.
2. Establishes positive identification using point-by-point comparison of minutia within individual fingers or establishes that the subject has no prints on file.
3. Establishes new files and codes fingerprint cards using Henry and NCIC classification systems.
4. Enters, updates, stores, retrieves information, and fingerprints from the CAL-ID system.
5. Analyzes fingerprint patterns, blocking patterns, and sets or corrects core and axis on fingerprints using fingerprint reader, fingerprint input monitor, fingerprint image scanner, and fingerprint image printer equipment according to established Automated Fingerprint Identification System (AFIS) procedures.
6. Sorts, photocopies, routes, and files records.
7. Purges files and destroys certain records as mandated.

8. Performs related records work.
9. May testify in courts as an expert witness.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Sheriff's Senior Fingerprint Examiner:

Essential Functions:

All the functions listed above and

1. Supervises, schedules, trains, reviews and evaluates the work of assigned subordinates.
2. Processes non-routine and special circumstance information requests.
3. Performs the most difficult pattern analysis and records update work.
4. Attends administrative meetings and training sessions.
5. Acts in the absence of the supervisor.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Standard office equipment, uses and features such as computer terminals, adding machines and photocopiers.
- Automated Fingerprint Identification System (AFIS) procedures.
- Fingerprint classification methods (e.g., Henry and NCIC systems).
- Policies and procedures used in the San Diego County Sheriff's Records Division.
- Penal code, government code and other laws governing the establishment, maintenance and purging of criminal records.
- Terminology, methods and procedures utilized by law enforcement agencies to determine identity.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Sheriff's Senior Fingerprint Examiner (in addition to the above):

- Principles of supervision.

Skills and Abilities to:

The following apply to both classes:

- Enter and retrieve information from automated fingerprint databases.
- Compare fingerprints and make positive identification based solely on the fingerprints.
- Operate modern office equipment.
- Perform tenprint fingerprint classification and identification.
- Check and compare documents for accuracy and completeness.
- Maintain security and confidentiality of restricted information.
- Update and maintain records, logs, rosters and registers.
- Retrieve, store and purge information in a wide variety of filing systems.
- File records alphabetically and numerically.
- Access, enter/retrieve data into/from automated, local and State-wide, law enforcement data bases.
- Understand and follow written and oral instructions.
- Read and interpret departmental policies and procedures for employees and the public.
- Testify in court as subject matter expert on fingerprint identification and AFIS procedures.
- Provide training in fingerprint quality and identification to clerical and sworn personnel.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Sheriff's Senior Fingerprint Examiner (in addition to the above):

- Supervise, train and evaluate assigned subordinates.
- Review, coordinate, schedule and monitor the work of others to ensure high quality standards and that work is performed efficiently within set time constraints.
- Identify and resolve equipment problems with vendors.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: completion of course work in fingerprint identification from the FBI, Department of Justice, or an accredited college in fingerprint science (interpretation and classification); **AND**

Sheriff's Fingerprint Examiner:

1. A.A. degree, or equivalent course work, from an accredited college or university in criminal justice or a closely related field; OR,
2. One (1) year of experience as a Sheriff's Records & Identification Clerk II in the County of San Diego; OR,
3. Two (2) years of experience in a law enforcement or criminal justice agency that included one (1) year of experience performing fingerprint identification, classification by visual inspection and analysis of fingerprints.

Sheriff's Senior Fingerprint Examiner:

1. Two (2) years of experience as a Sheriff's Fingerprint Examiner; OR,
2. Three (3) years of experience at the level of a Sheriff's Fingerprint Examiner in a law enforcement agency performing fingerprint identification, classification by visual inspection and analysis of fingerprints.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 30 net WPM with a maximum of 5 errors must be submitted with the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at least 5 minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens. Subject to involuntary overtime, shift, weekend, and holiday work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

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Reviewed: Spring 2004
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